

Planning Your Professional Development ESL Instructor Self-Evaluation Form

Step 1: Instructor Skills and Knowledge

Instructions: The following tool is for your use in preparing your PD plan. Your self-assessment will help identify areas of strength and areas that need improvement. Read each of the statements below and rate yourself. Then determine priorities based on your work.

I	Background knowledge: The adult second language learner	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
1.1	Possesses knowledge of adult second language acquisition	1	2	3	1	2	3
1.2	Possesses knowledge of language learning styles and strategies	1	2	3	1	2	3
1.3	Possesses general knowledge about exceptionality in learning, including learning disabilities	1	2	3	1	2	3
1.4	Is familiar with the NRS educational functioning levels for ESL	1	2	3	1	2	3
1.5	Demonstrates sensitivity for cultural, gender and age differences in adult language learners	1	2	3	1	2	3

II	Needs assessment and lesson planning	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
2.1	Uses a variety of techniques to assess learners' needs, including informal and self assessments	1	2	3	1	2	3
2.2	Selects materials appropriate to learners' needs	1	2	3	1	2	3
2.3	Selects materials appropriate to learners' NRS levels	1	2	3	1	2	3
2.4	Develops lesson plans which integrate presentation, practice, application and review	1	2	3	1	2	3
2.5	Incorporates learners' prior experiences, cultural heritage and community resources into instruction	1	2	3	1	2	3
2.6	Plans lessons to accommodate a wide range of ESL learning styles and strategies	1	2	3	1	2	3
2.7	Provides learners with the opportunity to apply new information and skills in a wide range of contexts	1	2	3	1	2	3
2.8	Individualizes instruction as appropriate	1	2	3	1	2	3
2.9	Integrates technology into the needs assessment process and lesson planning as appropriate	1	2	3	1	2	3

Source: Illinois Adult Education & Family Literacy Service Center Network

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III	Classroom management	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
3.1	Manages a multilevel classroom effectively	1	2	3	1	2	3
3.2	Deals with errors (both oral and written) in a meaningful and productive manner	1	2	3	1	2	3
3.3	Uses cooperative learning structures as appropriate	1	2	3	1	2	3

IV	ESL skill areas	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
4.1	Teaches effective ESL literacy lessons	1	2	3	1	2	3
4.2	Teaches effective ESL listening lessons	1	2	3	1	2	3
4.3	Teaches ESL conversation effectively	1	2	3	1	2	3
4.4	Teaches narrative reading effectively	1	2	3	1	2	3
4.5	Teaches ESL writing skills effectively	1	2	3	1	2	3
4.6	Teaches ESL grammar communicatively	1	2	3	1	2	3
4.7	Teaches effective pronunciation lessons	1	2	3	1	2	3
4.8	Uses effective teaching strategies in above skill areas for learners who have special learning needs (e.g., non-literate learners or learners with learning disabilities)	1	2	3	1	2	3
4.9	Integrates technology into above content areas to promote learning	1	2	3	1	2	3

V	Professional development	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
5.1	Attends ESL related professional development workshops and conferences	1	2	3	1	2	3
5.2	Is active in ESL professional organizations	1	2	3	1	2	3
5.3	Keeps abreast of the field by reading ESL books and journals	1	2	3	1	2	3

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VI	Assessment	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
6.1	Is able to assess student level to ensure proper placement within a program	1	2	3	1	2	3
6.2	Monitors student comprehension during each lesson or class meeting	1	2	3	1	2	3
6.3	Provides evidence of student progress so that gains can be demonstrated	1	2	3	1	2	3

VII	Technology	SELF-ASSESSMENT			PRIORITY		
		NEEDS IMPROVEMENT	GOOD	EXCELLENT	HIGH	MEDIUM	LOW
7.1	Uses and maintains a computer with the installed operating system	1	2	3	1	2	3
7.2	Uses utility and content software and access to the Internet to promote student knowledge in areas of ESL	1	2	3	1	2	3
7.3	Evaluates software and Internet sites to assist in developing instruction for diverse learners	1	2	3	1	2	3
7.4	Integrates software and the Internet into instruction to encourage learning for diverse learners	1	2	3	1	2	3
7.5	Discovers and utilizes professional development through technology and distance learning such as online study, listservs, online lesson plans and resources	1	2	3	1	2	3
7.6	Creates technology resources by creating Web pages, utilizing authoring systems and participating in online collections of materials	1	2	3	1	2	3
7.7	Utilizes other technologies in addition to computers to augment classroom lessons	1	2	3	1	2	3

Step 2: PD Needs and Priorities

Instructions: List the standards for which you circled 1 for Self-Assessment and 1 for Priority.

STANDARD (NEED & HIGH PRIORITY)	WORKSHOPS & SELF-DIRECTED ACTIVITIES TO ADDRESS THE NEED & PRIORITY

STEP 3: PD Goal Identification

Answering the following questions will help you create your professional goal.

1. From the self evaluation you completed and the area of need you identified in **Step 2**, what is the primary goal you want to achieve in your practice this year? Remember a SMART goal is:

- Specific—*What? Why? How?*
- Measurable—*be able to see progress*
- Attainable
- Realistic—*do-able*
- Timely—*set a timeframe; put an end on your goal*

Write your goal in the space below:

2. Aligning your goal with your program's goal is important to do. How does your goal align with your program's goals?

3. Achieving your goal will help your students accomplish what? Check all that apply.

- | | |
|---|--|
| <input type="checkbox"/> Enter employment | <input type="checkbox"/> Retain employment |
| <input type="checkbox"/> Earn a GED | <input type="checkbox"/> Enter postsecondary education |
| <input type="checkbox"/> Improve math skills | <input type="checkbox"/> Improve reading skills |
| <input type="checkbox"/> Stay in the program long enough to achieve their goals | |
| <input type="checkbox"/> Improve job performance | |

Now that you've completed your self-review, you're ready to transfer the information to PDtrack. Go to <https://pdtrack.kyvae.org> and create your plan.

We hope this planning form was helpful.

KYAE Professional Development Staff